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UNIVERSITI  
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**INFORMATION SCIENCE STUDIES COLLEGE COMPUTING,  
INFORMATICS AND MATHEMATICS UNIVERSITI TEKNOLOGI MARA (UiTM)  
NEGERI SEMBILAN BRANCH REMBAU CAMPUS**

**DIPLOMA IN INFORMATION MANAGEMENT**

**(CDIM110)**

**INDUSTRIAL TRAINING (IMD 310)**

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## **ABSTRACT**

*This report summarizes my eight-week internship experience at Kolej Komuniti Ampang, where I was exposed to various administrative, organizational, and event-related tasks. Throughout the internship, I was responsible for sorting and filing official documents, assisting with certificate printing for competitions, organizing financial records, and preparing materials for institutional events. Additionally, I had the opportunity to participate in major events such as the annual Explorace Challenge, Sports Day closing ceremony, and a farewell event. Beyond administrative duties, I developed skills in document management, graphic design using Canva, and teamwork while collaborating with lecturers and staff. The internship allowed me to gain practical experience in office operations, time management, and attention to detail. Each task contributed to my professional growth, reinforcing the importance of organization and accuracy in a workplace setting. Overall, my internship at Kolej Komuniti Ampang was a valuable learning experience that enhanced my understanding of office administration and event coordination.*

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## **1.0 INTRODUCTION**

The industrial training program is a vital component of the academic journey for diploma students in Information Management, serving as a bridge between theoretical learning and real-world application. In this regard, the program offers students the opportunity to gain practical experience, engage in daily operations within an organizational setting, and gain a deeper understanding of industry demands and practices. By participating in this training, students are able to apply the knowledge acquired in the classroom to real-life situations, thereby enhancing their skills and professional readiness.

The purpose of this report is to document the student's experiences, outline the skills developed, and analyze how the training has contributed to their understanding of the field. Specifically, the objectives include providing a comprehensive overview of tasks undertaken, evaluating the knowledge gained, and assessing how the training has prepared the student for future career challenges. Industrial training is invaluable in honing key competencies such as problem-solving, communication, teamwork, and adaptability skills crucial for success in the information management industry.

Furthermore, it increases employability by familiarizing students with industry practices and technologies, while also helping them build professional networks. Overall, the training is a pivotal step in transforming academic theory into practical expertise, equipping students to succeed in their future careers.

## **2.0 ORGANIZATIONAL INFORMATION**

### *2.1 Background information*

Kolej Komuniti Ampang Building was purchased in 2009 but renovation and repair were carried out during that period. So, Kolej Komuniti Ampang has been operating in a temporary campus, which is on the premises of Kolej Komuniti Kuala Langat, starting on 2 July 2013. The college started operating in its building located in Bukit Indah Town Centre, Ampang, Selangor on 2 August 2015. There are two diploma programs and a certificate program offered there namely Diploma in Telecommunication Technology, Diploma in Mobile Technology and Certificate in Telecommunication Technology.

The establishment of Kolej Komuniti Ampang aims to meet social and manpower needs in line with the government's policy to produce more skilled workers. For the local community, this college plays the role of giving them exposure to the short courses offered. Community College graduates have the opportunity to fill industry workforce needs in related skill areas or open their businesses.

### *2.2 Vision and Mission*

#### **Vision**

- To be the leader of a superior TVET institution

#### **Mission**

- Providing broad access to quality and recognized TVET programs.
- Empowering the community through lifelong learning.
- Producing holistic graduates with entrepreneurial traits and balance.
- Fully leveraging smart partnerships with stakeholders.